

CONTRACTOR/EMPLOYEE BIOGRAPHICAL DATA SHEET INSTRUCTIONS TO BE COMPLETED BY PROPOSED KEY PERSONNEL

The information requested by this form is necessary for the prudent management and administration of public funds under USAID. The information helps USAID determine the reasonableness of a proposed salary and assures that the educational and language information included provides an indication of qualification.

The AWARE II Project has adopted this form as a guide for the proposed key personnel working with each TLI to complete for the AWARE II Grants Program. With this information, TLI's will be able to determine reasonableness of proposed compensation. Please read the following instructions before filling out the Contractor Employee Biographical Data Sheet. The sequencing below follows the sequencing on the form.

1. **Name:** Enter your name: Last, First, Middle
2. **Contractor's Name:** *Completed by TLI*
3. **Employee's Address:** Enter your complete home address
4. **Contract Number:** *Completed by TLI*
5. **Position Under Contract:** *Completed by TLI*
6. **Proposed Salary:** *Leave blank to be completed by TLI*
7. **Duration of Assignment:** *Completed by TLI*
8. **Telephone Number:** Enter your telephone number including the city and country code. If not reachable by phone at home, please indicate your office telephone number or any other telephone number where you can be reached.
9. **Place of Birth:** Enter your city and country of birth.
10. **Citizenship:** Enter your citizenship. Cooperating Country Nationals working in their country of residence do not need to list a visa status.
11. **Names, Ages, and Relationship of Dependents:** This section does not need to be completed.
12. **Education:** Enter the name and location of each college/university attended, including city, state and country, your major/field of study, your degree, and the date your degree was obtained.
13. **Language Proficiency:** Enter languages spoken and your level of proficiency in each one. Indicate your language proficiency using the following levels determined by the US Foreign Service Institute. The following provides a brief description of proficiency levels 2, 3, 4, and 5. "S" indicates speaking ability and "R" indicates reading ability.

Level 2. Limited working proficiency	S Able to satisfy routine social demands and limited work requirements.
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	R Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or transcript on familiar subjects.
Level 3. General professional proficiency	<p>S Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations.</p> <p>R Able to read within a normal range of speed and with almost complete comprehension.</p>
Level 4. Advanced professional proficiency	<p>S Able to use the language fluently and accurately on all levels.</p> <p>R Nearly native ability to read and understand extremely difficult or abstract prose, colloquialisms and slang.</p>
Level 5. Functional native proficiency	<p>S Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker.</p> <p>R Reading proficiency is functionally equivalent to that of the well-educated native reader.</p>

Sections 14 and 15 are two categories of employment, Long-Term Employment and Short-Term Consulting. Section 14 refers to employment where you worked for an extended period of time and were salaried. Section 15 is for short term consulting assignments where you worked for an hourly or daily rate. Please list the dates in the format of MM/DD/YY.

14. Employment History Section: Enter your employment history for the last three years only, in reverse chronological order (i.e. list the most recent position first and work backwards).

- Enter employer's name and address, point of contact, and phone number.
- Enter dates of your employment. (MM/DD/YY)
- Enter your gross annual salary in the currency **in which you were paid** Salaries should be listed as base salaries and should **not** include any bonuses, commissions, overtime payments, profit-sharing arrangement, consultant fees, overseas differential or quarters, cost of living or dependent education allowances, or any other allowances. Be sure to note the currency next to the amount. All salaries must be listed in the currency in which you were paid
- It is important to report salary by year. If you worked for the same employer, please report each year on separate line only if you received salary increases each year.

Salary Paid in USD Example:

Position Title	Employer's Name & Address	Dates of Employment		Annual Salary
Senior Technical Advisor	Management Sciences for Health 784 Memorial Drive Cambridge, MA 02139 Mr. Joe Smith 617-250-9500	From	To	\$80,000
		5/1/08	6/1/09	

Salary Paid in Local Currency Example:

Position Title	Employer's Name & Address	Dates of Employment		Annual Salary
Senior Technical Advisor	Health NGO 1010 Main St Nairobi, Kenya Mr. John Doe +011 254 20 250 9500	From	To	585,440 KES
		5/1/08	6/1/09	

15. Specific Consulting Services: Enter information on consulting assignments you have performed during the last three years. Continue on a separate sheet of paper if required to list all consultancies. For every consultancy, enter employer's name and address, point of contact, and phone number. Enter dates of employment and the actual number of days you worked on the assignment. Enter wage in the currency in which you were paid as a daily rate, exclusive of allowances and per diem. Please do not include loaded rates from fixed price contracts. Be sure to note the currency next to the amount. Please do not include future days you are scheduled to work on short-term assignments.

Services Performed	Employer's Name & Address	Dates of Employment		Dates at Rate	Daily Rate in US Dollars
Senior Sustainability Advisor	ONE Corp. 110 Main St. Hartford, CT Mr. John Doe (201) 123-4567	From	To	35	\$100
		1/1/96	2/28/96		

16. Certification: Sign and date the form, certifying that the information you've entered on the form is true and correct. Electronic signatures are acceptable. The TLI will verify the degree and salary information you provided.

17. Contractor's Certification: Proposed staff should not enter anything in box 17. The TLI will sign certifying that they have taken reasonable steps to verify that the information you have entered is accurate.

